

S E C R E T

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070041-5

| REPORTS INVENTORY | | | | | CONTROL NO. 009 | |
|---|-------------|--|---|--|--|-----------------|
| PREPARE IN DUPLICATE | | | | | 2. TYPE OF REPORT | |
| 1. TITLE OF REPORT (If a fill-in report include Form No.) 25X1 Report of Activities [redacted] | | | | | STATISTICAL | |
| | | | | | <input checked="" type="checkbox"/> NARRATIVE | |
| | | | | | MACHINE-NAME LISTING | |
| 3. FUNCTIONAL AREA | | | PERSONNEL | | ADMIN. GENERAL | |
| | | | <input checked="" type="checkbox"/> LOGISTICS | | OTHER (specify) | |
| | | | <input checked="" type="checkbox"/> SECURITY | | | |
| | | | MEDICAL | | | |
| | | | FINANCE | | | |
| 4. NO. OF COPIES PREPARED | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) | | 6. DISTRIBUTION (No. of components not number of copies) | | |
| 3 | | Quarterly | | 2 | | |
| 7. FORMAT (memorandum, form computer print-out, etc) | | | 8. ADP PROCESSING | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT | |
| Dispatch | | | YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO | | Director of Security | |
| 10. PREPARING COMPONENT (Include lowest level contributing information to report) | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) | | | |
| Chief, Security Staff, [redacted] | | | None | | | |
| 12. COST FACTORS | | | | | | |
| A. MANUAL PREPARATION AND REVIEW COSTS | | | | | | |
| GRADE | HOURLY RATE | <input checked="" type="checkbox"/> HOURS PER REPORT | = | COST PER REPORT | <input checked="" type="checkbox"/> TIMES PREPARED | = COST PER YEAR |
| GS-12 | \$6.82 | 8 | = | \$54.56 | 4 | \$218.24 |
| GS-05 | 3.15 | 4 | = | 12.60 | 4 | 50.40 |
| | | | | | <u>\$268.64</u> | |
| B. COSTS OF COMPUTER PRODUCED REPORTS | | | | | | |
| N/A | | | | | | |
| TOTAL COSTS PER YEAR | | | | | | \$268.64 |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. | | | | | | |
| To keep the Director of Security apprised of the activities of Security Careerists detailed to serve as security officers at overseas facilities. This reporting began in January 1970 to emphasize a delineation between the Station and Regional Security Staff activities [redacted] | | | | | | |
| 14. FUTURE GOALS | | | | | | |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT | | | | | ESTIMATED SAVINGS | |
| | | | | | MAN-HOURS | DOLLARS |
| <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) | | | | | 0 | 0 |
| <input type="checkbox"/> CHANGE | | | | | | |
| <input type="checkbox"/> DISCONTINUE | | | | | | |
| 16. DATE OF INVENTORY | | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION | | | 18. EXTENSION | |
| 25X1 2 October 1970 | | Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070041-5 | | | [redacted] | |

25X1